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26 November 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. The Project Officer in the Contract Cycle

The 17 December session of the course will be moved either to Room 812 or the Senior Seminar Conference Room so that the Language School can hold its annual International Luncheon in Room 236.

2. Field Finance and Logistics

Field Finance and Logistics course No. 3-72 ended on 19 November with 13 students.

Mr. [] succeeded Mr. [] as the Overseas Support Division/OS's lecturer on "Civil Disturbances" and did an outstanding job. What had been a rambling, somewhat irrelevant 60 minutes is now a well-organized, stimulating, pertinent presentation which made an impact on the students.

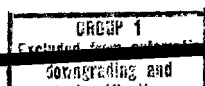
3. Administrative Procedures

A comment from a CS official, forwarded by his secretary, who was a student in the course, suggested the need for discussion of the importance of personal hygiene and grooming in the office. The animated response of the students when the subject was introduced leads us to believe that it might be appropriate to review the coverage now given to this subject in other training courses.

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B. MANAGEMENT TRAINING

1. Advanced Management (Planning)

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The Advanced Management (Planning) course was conducted [redacted] between 14-19 November for 40 students whose grades ranged from GS-09 through GS-15. A total of 23 students were in grades GS-12 and below: 11 GS-12's; 7 GS-11's; 2 GS-10's and 3 GS-09's. (In the past, in order to fill undersubscribed runnings, we have allowed some 53 GS-12's to attend plus 4 GS-11's and 2 GS-10's). Details on this presentation of the AM(P) -- experimental by reason of actually offering it to lower graded personnel -- have been included in the customary end-of-course report prepared by the chief instructor.

2. Fundamentals of Supervision and Management (FSM)

The third and fourth presentations of the one-week FSM course will be given during the weeks of 29 November and 6 December successively. Course enrollments are 33 and 37 respectively. Revisions in the content of the course have been made and will continue in order to fulfill the principal objective of making the material as meaningful and relevant as possible to the supervisory function.

3. Performance Appraisal Workshop (PA)

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Mr. [redacted], Deputy Director of FM/SAC, opened a second presentation of the Performance Appraisal workshop especially designed for that office. Nineteen non-supervisory FM/SAC personnel attended the one-day session given 23 November in the Chamber of Commerce Building. The participants exhibited a notable seriousness of purpose as they proceeded with the task of examining the essentials and important aspects of good performance appraisal effort. The FM/SAC Administrative Officer will solicit critiques and forward them to SUS/MT as soon as possible. Judging by spontaneous comments made by some of the participants, we consider the workshop successful.

A total of seven PA workshops have now been given since the introductory effort in March of this year. Five of the workshops have been in response to requests from Agency components and two have been open to general Agency enrollment. An eighth session of the workshop will be conducted on 30 November for the Office of Computer Services. Also, the NPIC Training Officer has inquired about a special presentation for NPIC personnel.

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4. Support Services Review: Trends and Highlights

Fifty-three employees have been registered for the sixth and final presentation of SSR: T&H during CY '71 at the [redacted] [redacted] the week of 6 December. Copies of the schedule have been sent to all guest speakers. Except for the substitution of Mr. Wattles for Mr. Coffey on Tuesday, 7 December (1600-1700), no other changes have occurred.

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5. Microfilm Information Systems Seminar

Representatives of the Support Services Staff, O/DD/S, and SUS/MT are completing preparations for the fourth presentation of the Microfilm Information Systems Seminar scheduled for the week of 17 January. Responsibility for administration of the program will be transferred to SUS/Administrative Training after this session of the Seminar has been completed.

[redacted]

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Chief, Support School

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